

SITE PLAN

CHECKLIST

for Planning Board Application

To be completed by the applicant and submitted with the application. Applications not accompanied by a completed checklist, or missing materials specified in the checklist, may be considered incomplete.

Project name and location _____

Applicant Name _____

- Completed, signed and notarized application form
- Check in correct amount (see fee schedule)
- Permission from property owner if not same as applicant (letter or signed sale contract)
- Letter of intent (describing proposed development and intended use)
- Correct number of drawing sets, stamped by the appropriate licensed design professional (**23 folded prints**). Additional prints if the project needs to be referred to the Town's Tree Council, Traffic Advisory Committee, or Historic Preservation Commission.
- SEQRA form (Long Form if over five (5) acres or over 10,000 sq. ft. building)
- Two copies of the Drainage Report. Drainage reports shall include the following:
 - A reasonable existing condition analysis for 1, 10 and 100-year events (2, 5 and 25-year events are sometimes helpful) with consistent backup for Drainage Areas, Soil types, curve number development, Representative Tc flow path information (slope, surface...)
 - An appropriately detailed proposed condition analysis with all required backup.
 - Regulatory Analysis- identify various regulatory requirements and demonstrate compliance.
 - The storm sewer analysis should be completed with backup for the various sub-elements, consider tailwater conditions and downstream constraints.
- Site plan or plat sheet reduced to 11 x 17 inches for neighborhood notification
- Site plan
 - Project location map showing subject property and Applicant's entire adjacent holdings, and properties, subdivisions, streets and easements within 500' of the Applicant's property under consideration
 - Drawing title block
 - Project title and street address
 - Applicant's name and address
 - Seal and signature, address, phone number and e-mail address of licensed design professional
 - Approval signature lines for the Commissioner of Public Works, Chief Engineer, Fire Marshal
 - Planning Board approval block (2"-wide by 3"-tall empty block)
 - North arrow and plan scale

- Original date and revision block
- Zoning data
 - Zoning district of subject property and all adjoining properties
 - Zoning table including existing and proposed setbacks, lot area, lot coverage, parking requirements, etc, as applicable
 - Use variances, area variances, special use permits, etc., granted in association with the proposal, including the date approved
 - Setback limits shown
 - Total gross floor area of all buildings
- Site data
 - Owner names, addresses, and tax account numbers for subject property and adjoining properties
 - Land area in square-feet and acres
 - Impervious area percentage
 - Project phasing
- Site features
 - Property boundaries plotted to scale with bearings and distances shown
 - Existing and proposed buildings with number of floors and gross square-footage labeled
 - Watercourses, wetlands, flood zones, coastal erosion hazard areas
 - Paved and un-paved parking areas with striping shown
 - Walkways, benches, trash cans, bike racks, and other pedestrian amenities
 - Fences, guardrails, walls
 - Freestanding signs
 - Dumpster location and enclosure
 - HVAC equipment
 - Adjoining structures and land uses
- Roadway data
 - Street names, right-of-way width, and roadway jurisdiction shown
 - Sidewalks, roadway signage, street lights, utility poles
 - Curb cuts for subject property and those on properties adjacent to and across the street from the subject property.
 - Site distances from project curb cuts
 - Distance to nearest RTS bus stop
 - Monumentation and stationing
- Grading plans
 - Existing and proposed grades certified by a licensed land surveyor
 - Grading shown 100' beyond project limits
 - Retaining walls (location and details shown)
 - Topsoil stockpile locations
 - Finished floor elevations for existing and proposed structures
 - Erosion control plans

- Utility plans
 - All existing and proposed utilities shown
 - Sizes and materials shown
 - Inverts, rim/grate elevations shown
 - Pipe slope and direction of flow depicted
 - Private wells and sewage disposal systems shown (existing and proposed)
- Engineering data
 - Percolation test data and locations
 - Deep hole test data and locations
 - Cut/fill calculations
- Landscape plan (see landscape guidelines for details)
 - Limit of clearing shown
 - Proposed plantings shown
 - Key indicating species, size, and spacing requirements
 - Planting details
 - Tree protection details
 - Stamped by a New York State Licensed Landscape Architect
- Lighting plan (in accordance with Section 211-32 of the Town of Greece Code)
 - Location of all existing and proposed light fixtures (pole-mounted and building-mounted fixtures)
 - Mounting height indicated
 - Details and/or catalog cuts of proposed light fixtures
 - Bulb wattage shown
- Architectural elevations
 - Elevations show all sides of proposed buildings
 - Dimensions, colors, and materials shown
 - Material samples available for planning board meeting
- Details
 - Standard construction details described in Town of Greece Specifications for Construction of Roadways and Utilities.
 - Dumpster enclosure details including dimensions, materials, and colors.
 - Fence details including height and materials
 - Signage details (ADA signage, fire lane signage)
- Easements
 - Dimensions shown
 - Name of easement holder
 - Labeled “existing” or “proposed”
 - Liber and page of existing easements labeled
- Completed LWRP Coastal Assessment Form (if located in one of the Town’s waterfront areas).